

**EFFECTIVE**

October 1, 2018.

**Subject(s)**

The Michigan Department of Health and Human Services (MDHHS) adjusts a job or work environment to enable a worker to perform the job.

The purchase of the following items requested for ergonomic reasons do not require medical documentation:

- Ergonomic mouse.
- Ergonomic keyboard.
- Cushioned wrist rest (for keyboard or mouse).
- Document holder.
- Monitor riser.
- Adjustable footrest.
- Glare guard (for use with computer screens).
- Anti-fatigue mat.

Purchase of these basic ergonomic items can be made through the business supply purchase process, for example Staples. The use of a procurement card for this purpose is permissible for these items noted in this policy item. If the item is not listed above, submit a MDHHS-5718, Request for Occupancy Services, form to the [MDHHS-Occupancy-Services@michigan.gov](mailto:MDHHS-Occupancy-Services@michigan.gov) mailbox with supporting documentation for the purchase.

To have a workstation height adjusted submit a DHS-2113, Work Request, form to the [MDHHS-Occupancy-Services@michigan.gov](mailto:MDHHS-Occupancy-Services@michigan.gov) mailbox. This process does not require medical documentation.

If the employee's request for an ergonomic chair and cubicle adjustment is primarily due to a medical issue, it is appropriate for the property analysts to refer the employee to [APR 210, Reasonable Accommodation](#). An employee must complete a MDHHS-5509, Reasonable Accommodation Request, form per the instructions on the form and policy. For further assistance contact the reasonable accommodation coordinator (RAC) at 517-335-3521 or via email at [staceyj@michigan.gov](mailto:staceyj@michigan.gov).

*Reason:* New policy item.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

[APO 217](#)